

INFORMATION SHEET

ECONOMIC CENSUS OF THE COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS, GUAM, AND THE VIRGIN ISLANDS

GENERAL INFORMATION

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB 8-digit number appears in the upper right corner of the questionnaire.

This report should cover calendar year 1997. If records are not available, estimates are acceptable.

An establishment is defined as a single physical location where business is conducted or industrial operations are performed. A separate report form is required for each establishment.

Instructions for Selected Items:

PHYSICAL LOCATION

Part a:

Fill in if the address shown in the address section on the front cover of the report form is different from the physical location of the establishment.

Part b:

Always identify the geographic boundaries where your establishment is physically located regardless of your response to part a.

DOLLAR VOLUME OF BUSINESS

YOUR RESPONSE IS STRICTLY CONFIDENTIAL. Your company's report will be used solely for developing summary statistics. IT CANNOT BE USED FOR PURPOSES OF TAXATION, INVESTIGATION, OR REGULATION.

Include:

- Gross receipts for merchandise sold, services provided, products shipped, and construction work done in 1997, whether or not payment was received in 1997.
- Amounts received for work even though work may have been subcontracted to others.
- Commissions, fees, and other operating income for service industries operating on a commission basis, such as travel agencies and advertising agencies. Do NOT include gross billings or sales.
- Actual sales value of the products sold rather than commissions received for retailers and wholesalers selling merchandise on a consignment or commission basis.
- Receipts for delivery, installation, maintenance, repair, alteration, storage, and other services.

Exclude:

- Sales or other taxes collected directly from customers and paid directly to a local, territorial, or Federal tax agency.
- Sales and receipts from departments or concessions operated by other companies.
- Commissions from vending machines operated by others.
- Nonoperating income from sources such as investments, rental or sale of real estate, and interest.

PAYROLL

Definitions are the same as those used on the Employer's Quarterly Federal Tax Return, Internal Revenue Service (IRS) Form 941-SS.

Include:

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 1997, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.

Exclude:

- Payments to or withdrawals by proprietors or partners of an unincorporated company.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.

EMPLOYMENT

Include:

Part a:

- All full- and part-time employees on the payroll during the pay period including March 12, 1997.
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, paid vacations, and paid holidays.

Part b:

Proprietors or partners of an unincorporated company working 15 or more hours during the week of March 12, 1997.

Part c:

Unpaid family workers of an unincorporated company working 15 or more hours during the week of March 12, 1997.

PURCHASES FROM OTHER BUSINESSES

This item is applicable for Guam Form OA-9863 and Virgin Islands Form OA-9873 only.

Estimate the percent of the dollar value of purchases for supplies and materials and services, respectively, according to the specified types.

For example: The table below shows that of the dollar value of purchases for supplies and materials, 75 percent were local purchases and 25 percent not local. Of the dollar value of purchases for services, 90 percent were local purchases and 10 percent not local.

Item 11. PURCHASES FROM OTHER BUSINESSES		
What was the estimated percentage of the total dollar value of 1997 purchases for each of the listed items?		
	Percent	
Supplies and materials purchased	987	75 %
a. Locally		
b. Not locally	989	25 %
TOTAL		100 %
Services purchased	991	90 %
c. Locally		
d. Not locally	993	10 %
TOTAL		100 %

OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

Part a:

MARK "YES" if – ANOTHER company owns, controls the management and policies of, or has the ability to appoint a board of directors for this company.

MARK "NO" if –

- This company has a franchise entitling it to use a trade name, but is not owned or controlled by the franchisor.
- This company has one or more leased departments in a company owned by another, but the other company (lessor) does not own or control the department(s).
- This company is engaged in the management of a business owned by others.

Part b:

Indicate whether this company owns more than 50 percent of the voting stock or has the authority to direct management and policies of any subsidiaries and/or affiliates.

Part c:

Include all selling and service locations and any other facilities such as warehouses, administrative offices, etc.

If MORE THAN ONE establishment was operating under the EIN:

- List the location of the headquarters first. Provide physical location address for each location.
- Data for establishments operated during 1997, but not in operation at the end of the year, should be combined with the headquarters location.
- The sums of sales and receipts and annual payroll should equal the amounts reported in the dollar volume of business and payroll items, respectively.
- If employees worked at more than one location, report annual payroll for employees at the ONE location where they spent most of their working time.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Associate Director for Administration/Comptroller, Attn: Paperwork Reduction Project 0607-0839, Room 3104, Federal Building 3, Bureau of the Census, Washington, D.C. 20233.